



2005 COCONINO COUNTY FAIR SEPTEMBER 2nd, 3rd, 4th and 5th, 2005 VENDOR APPLICATION

Please complete the following. Provide all information requested.

Please select the status of your organization:

- ☐ **Community Service/ Non- Profit**
- ☐ **Commercial Vendor**
- ☐ **Commercial Food Vendor**
- ☐ **Community Service/ Non- Profit Food Vendor**

All non-profit organizations must be able to supply a copy of their irs 501(c) (3) status with their contract.

STEP ONE:			
SUPPLY THE FOLLOWING INFORMATION ABOUT YOUR GROUP:			
GROUP/ORGANIZATION/BUSINESS NAME:			
CONTACT PERSON:		TITLE/ROLE IN ORGANIZATION:	
ADDRESS:		CITY:	
STATE:	ZIP:	DAYTIME PHONE:	
ALTERNATE PHONE:		EMAIL:	
Non- Profit groups: Please give a brief explanation of your group's purpose:			

**WITHOUT THE INFORMATION REQUESTED YOUR APPLICATION CANNOT BE CONSIDERED FOR BOOTH SPACE.
ONLY APPROVED ITEMS LISTED ON YOUR CONTRACT MAY BE DISPLAYED AND/OR SOLD AT THE FAIR.**

STEP TWO:

1) **NON PROFIT:** WHAT DOES YOUR ORGANIZATION REQUEST TO DO AT THE FAIR?
ALL FOOD VENDORS: SUPPLY A COMPLETE LIST OF THE MENU ITEMS AND PRODUCTS YOU ARE REQUESTING TO SELL AT THE FAIR. If you need additional space, attach a list on a separate piece of paper.

2) **NON PROFIT:** IF PLANNING ON SELLING, SUPPLY A COMPLETE LIST OF THE PRODUCTS YOU ARE REQUESTING TO SELL AT THE FAIR. (FAIR RULES DO NOT ALLOW ITEMS TO BE SOLD FOR MORE THAN \$15.00 PER ITEM.) If you need additional space, attach a list on a separate piece of paper.

3) A PHOTO OF YOUR CONCESSION BOOTH DISPLAYING THE ITEMS YOU ARE REQUESTING TO SELL MUST ACCOMPANY THIS APPLICATION. We do not keep pictures from past years so you must enclose this with your current application.
ALL FOOD VENDORS: YOU MUST ATTACH A DIAGRAM THAT SHOWS WHAT SPACE IS NEEDED INCLUDING SPACE FOR PREPARATION, SERVICE, STORAGE AREA, TRAILER TONGUE, ETC. ONLY SELF-CONTAINED TRAILERS WILL BE ACCEPTED. PLEASE GIVE YOUR DIMENSIONS AS WIDTH BY LENGTH HERE: _____.

<p>STEP THREE: PLEASE INDICATE SPACE AND ELECTRICAL REQUIREMENTS.</p> <p><i>It is essential to list all electrical needs on this application. If additional electrical power is needed after set-up, all extra power will be charged at double the listed rate, provided only after all other vendors have received their requested amounts, and based on available amperage. On-site electrical labor is charged at \$44 per hour.</i></p> <p>ALL FOOD VENDORS:</p> <p><input type="checkbox"/> FOOD CONCESSION TRAILER-\$700.00 <i>plus electricity</i></p> <p><input type="checkbox"/> FOOD CART-\$400.00 <i>plus electricity</i></p> <p><input type="checkbox"/> COMMUNITY SERVICE/NON-PROFIT FOOD VENDOR SPACE: \$350.00 <i>plus electricity</i></p>	
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COMMERCIAL VENDORS—Complete Information Below		
INDOOR COMMERCIAL BUILDING	COMMERCIAL SPACE ON FAIRGROUNDS	ELECTRICAL NEEDS
CHECK SPACE NEEDED: <input type="checkbox"/> 10’ X 10’ space-\$350.00 <i>plus electricity</i> <input type="checkbox"/> 10’ x 10’ corner space-\$400.00 <i>plus electricity</i> <input type="checkbox"/> Additional 10’ X 10’ spaces-\$200.00 each <i>plus electricity</i> <input type="checkbox"/> Rental of 10’ X 10’ Tent -\$300.00	CHECK SPACE NEEDED: <input type="checkbox"/> 10’ X 10’-\$300.00 <i>plus electricity</i> <input type="checkbox"/> Larger size (please list ____X____) \$3.00 per square foot up to 400 sq ft <i>plus electricity</i> or \$1.25 per square foot over 400 sq ft <i>plus electricity</i> . (Please remember to include total area needed including storage area, etc.) <input type="checkbox"/> Rental of 10’ X 10’ Tent -\$300.00	CHECK ELECTRIC NEEDS: <input type="checkbox"/> 110v/20amps-\$17.00 each x ____ <input type="checkbox"/> 220v/50amps \$35.00 each x ____ <input type="checkbox"/> Additional 20amps \$12.00 each x ____ Will you provide all or part of your electrical supply? <input type="checkbox"/> All <input type="checkbox"/> Part

COMMUNITY SERVICE/NON- PROFIT VENDORS—Complete Information Below	
CHECK SPACE NEEDED: <input type="checkbox"/> 10’ X 10’ space--\$150.00 <i>plus electricity</i> <input type="checkbox"/> LARGER SIZE: (please list: _____x_____) \$1.50 per square foot up to 400 sq ft <i>plus electricity</i> or \$0.75 per square foot over 400 sq ft <i>plus electricity</i> . <input type="checkbox"/> Rental of 10’ X 10’ tent from Fair--\$300.00	CHECK ELECTRIC NEEDS: <input type="checkbox"/> 110v/20amps \$17.00 each x ____ <input type="checkbox"/> 220v/50amps \$35.00 each x ____ <input type="checkbox"/> Additional 20amps \$12.00 each x ____ Will you provide all or part of your electrical supply? <input type="checkbox"/> All <input type="checkbox"/> Part

ALL FOOD VENDORS—Complete Information Below	
ELECTRICITY NEEDED: <input type="checkbox"/> 110v/up to 20 amps at \$17.00 each x ____ <input type="checkbox"/> 220v/up to 50 amps at \$35.00 each x ____ <input type="checkbox"/> Additional 20 amps at \$12.00 each x ____	Will you provide all or part of your own power supply? <input type="checkbox"/> All <input type="checkbox"/> Part If yes, will you use: <input type="checkbox"/> propane or <input type="checkbox"/> generator <u>Do you need water hook-up?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No

DO NOT SEND ANY MONEY OR INSURANCE AT THIS TIME. PAYMENT AND INSURANCE COVERAGE WILL BE REQUESTED AT THE POINT YOU ARE ACCEPTED AS A VENDOR AND SENT A CONTRACT.

Do you have a preferred location? _____ (We can’t guarantee you will receive this space.)

Commercial Vendors: For Commercial Space on Fair Grounds, check one:
☐ Children’s Area ☐ Food Vendors ☐ Outdoor Recreation Theme Area ☐ Arts & Culture Theme Area
☐ Conservation Theme Area ☐ Livestock Area ☐ Any Location ☐ Other ____

Do you currently have liability insurance? ☐ Yes ☐ No. (You will be required to have public liability and bodily injury insurance in the minimum amount of \$250, 000.00)

Have you participated in the Coconino County Fair before? ☐ Yes ☐ No. If so, what year: _____.

Have you participated in other fairs or events? ☐ Yes ☐ No. If yes, please list three references.

Contact Person	Location	Name of fair or event	Phone number
1)			
2)			
3)			

Applicant Signature

Date

Community Service Groups occupying a booth at the Fair will receive a total of sixteen (16) one-day admission passes with their booth contract for booth workers’ admission to the fair. If additional passes are needed, they must be obtained by purchasing them at the gate during the Fair at regular admission prices. Please make plans with your group to comply with this policy prior to application.

Please return this completed form with all required attachments to:
COCONINO COUNTY PARKS & RECREATION, HC39 BOX 3A, FLAGSTAFF, AZ 86001

Applications will be accepted on a first-come, first-served basis until all vendor spaces have been filled.